

CONFIDENTIAL

Approved For Release 2000/05/08 : CIA-RDP78-03091A000200030022-1

31 October 1967

MEMORANDUM FOR THE RECORD

SUBJECT: Relationships between Counseling and Post-Retirement
Placement Assistance

1. In the course of discussions with the Director of Personnel regarding the Retirement Counseling Program Task Force, the subject of the establishment of a Table of Organization for the Retirement Counseling Program Staff (or Division) has been considered. At this writing a more or less interim type T/O is to be established within the Office of Personnel. This T/O is to be established with an understanding that the final permanent organization will evolve from the experience and programming of the Retirement Counseling Program Task Force.
2. It is apparent as a result of these discussions that the Director of Personnel is thinking in terms of three basic operating components, (a Technical Support Branch, an External Placement Branch, and a Retirement Counseling Branch).
3. At this point in our efforts of analyzing the Agency's retiree counseling program requirements it appears that the counseling and placement assistance functions should be handled within a single component. The individual counseling program will be focused on retirees who have five years of service to complete before retirement. Much of the guidance provided these individuals will be directed at conditioning the individual to an affirmative attitude toward retirement, assisting him to get his personal affairs in good order and to keep him currently informed as to his situation, eligibilities and obligations.
4. Each counseling officer should develop a clientele of retirees whom he handles throughout the entire five year pre-retirement cycle. He must develop an intimate knowledge of each individual and "steer" him through the cycle with timely guidance, advice, and warnings if required. If it evolves that a retiree's circumstances dictate that he must continue to work after his "retirement" from the Agency, the counselor is the logical person to assist in the post retirement placement effort. Through knowledge of his client's background and attitude (at least partially the result of earlier counseling sessions) the counselor is in an ideal

Approved For Release 2000/05/08 : CIA-RDP78-03091A000200030022-1

CONFIDENTIAL

CONFIDENTIAL

Approved For Release 2000/05/08 : CIA-RDP78-03091A000200030022-1

position to handle placement attempts on a selective basis and eliminate wasteful scatter-shot unproductive efforts. If final placement assistance is to be provided by a different component and different officer much will be needlessly lost in the transfer. *apf*

 25X1A

Approved For Release 2000/05/08 : CIA-RDP78-03091A000200030022-1

CONFIDENTIAL